REVISED COURSE Checklist/Signatures
Complete checklist, signatures and submit with proposal for Curriculum Committee review

Course Number/Title: __HIM273 CPT Coding__ (previously known as HIM273 and HIM275 CPT Coding 1 & 2)

Part 1: Course Details

☒ Division/department info; course developer info; academic year change is desired to take effect

☒ Course Details section filled out completely (prerequisites, co-requisites, grade options, credits, etc.)

☒ Changes to Course section filled out completely

☒ Course number, title, and description (brief overview, for student audience, avoids jargon)

Part 2: Rationale, Equity, Library, Course Overlap

☒ Rationale and context for proposal

☒ Curriculum equity statement

☒ Library consultation completed

☒ Course overlap (if applicable); dean approval required

Part 3: Outcomes, Assessments, Topics

☒ Includes learning outcomes, assessments, topics (course outline)

Part 4: Financial and Student Impact

☒ We have conducted a financial impact analysis with the division dean of the proposed changes, including: Additional instructional costs; workload (both FT and PT faculty and classified staff); physical space requirements (e.g., labs); additional equipment needs; additional fees; any cost reductions

☐ N/A Additional instructional costs (staff, materials, services or facilities) will be incurred to offer this course. Explain additional costs:

☒ We have conducted a student impact analysis of the proposed changes, including: Effect of changes on program requirements, articulations, cost, credit load, avoiding excess credits in transfer, financial aid credit limits, completion, and enrollments; determination of how new/revised courses transfer to four-year schools (particularly in Oregon)

Part 5: Degree Requirements Applications (if applicable)

☐ N/A Degree requirements (AAOT, Human Relations, Cultural Literacy) forms submitted along with course form
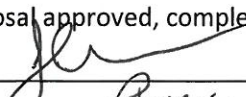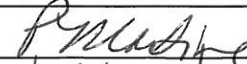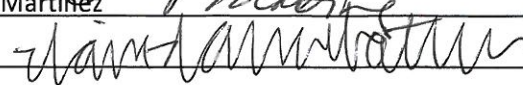
ADDITIONAL INFORMATION

☒ We have informed the High School Connections Office about all revisions to this course. Contact x3289

☒ We have informed Co-operative Education about this new course. Contact x5203

☒ Reviewed by faculty (discipline team and/or those affected by this course revision, including those in other divisions, departments, and programs). [Date reviewed xx/xx/xx]

☒ Career technical programs: The Advisory Committee has been involved in this curriculum revision.

☒ Contacted Academic Technology Center about developing an online course version (if applicable)

Special fees (if applicable)

☐ N/A Fee rationale and request forms were completed and turned in on [mm/dd/yyyy] (see COPPs Fees: Special)

Department review and signatures (required prior to submission).

☒ Division Dean name/signature (signature indicates proposal approved, complete, and ready for Curriculum Committee) _____ Jeff Gregor _____ Date: 1/16/18

☒ Administrative Coordinator name/signature _Patti Martinez_ _____ Date:

☒ Librarian name/signature____ Clair Dannenbaum _____ Date: 1/16/18

☐ N/A Signature of dean approving course overlap (if applicable) _____ Date:

Lane Community College

Revised Course

Part 1: Course Details

Division/Department requesting change: Health Professions

Course developer name and contact information: Shelley Williams, ext 5182

Division Dean: Jeff Gregor

Academic year (e.g., 2018-19) change will take effect: 2018-19

TYPE OF COURSE

☐ Lower Division Collegiate
☒ Professional/Technical
☐ Developmental, numbered below 100

CHANGES TO COURSE

Enter Current Course Information	Proposed Change type (check all that apply)	Proposed Course Changes
Course number: HIM273	☒ Course number:	HIM273
Course title: CPT Coding 1	☒ Course title:	CPT and HCPCS Coding
Credits _3_ Lecture ___ Lecture/Lab _1__ Lab _4_ Total Credits	☒ Credit change	_5_ Lecture ___ Lecture/Lab ___ Lab _5_ Total Credits
Contact hours per week _3_ Lecture ___ Lecture/Lab _1_ Lab _4_ Total Contact Hours/Week	☐ Contact hours **per week** (see formula below) 1 lecture = 1 contact hour per week 1 lecture/lab = 2 contact hours per week 1 lab = 3 contact hours per week	_5_ Lecture ___ Lecture/Lab ___ Lab _5_ Total Contact Hours/Week
Prerequisites: HO100, HO150 (or BI 232 with a C or better)	☐ Prerequisites	Prerequisites (proposed)
Placement test and code (e.g., 4cpa score of 75-120; contact testing for codes)	☐ Prerequisite placement test/score	
Co-requisites: Co-requisites: HO152 (or BI233 with a C or better)	☐ Co-requisites	
Grade option (letter or P/NP): Graded	☐ Grade option (letter or P/NP)	Grade option (proposed):

Incomplete forms will be returned | Curriculum changes must have dean approval | Submit completed forms to xyxyxyxy(link to online submission form)

Copy/paste current course description:	☒ Course description (300 characters). For examples, see Sample Course Descriptions.	Enter revised description (aim for 300-400 characters/approximately 60-70 words):
This is Part 1 of a 2 Part series. Study and application of Current Procedural Terminology (CPT) and Health Care Procedural Coding System (HCPCS) coding. Includes coding systems, reimbursement, coding guidelines and standards, evaluation and management, surgical, radiology, pathology and laboratory and medicine procedures. May be offered online. This is Part 2 of a 2 Part series. This course continues to explore the CPT Coding system with the remaining body systems, along with HCPC coding which is essential to healthcare reimbursement and data collection schemes. Additional coding and billing systems may be explored, such as DRG, as applicable. Offered Online		Students gain a working knowledge of CPT and HCPCS coding with exposure in abstracting and identifying correct outpatient procedure (CPT) codes and HCPCS codes per guidelines and will utilize Encoder programs. This is an online course.
Understand the purpose of CPT code sets and their relationship to processing medical insurance claims and obtaining reimbursement. Understand CPT coding principles. Interpret basic CPT coding rules and apply them when choosing a code. Assign codes to the highest level of specificity. Exhibit basic knowledge of coding sequences. Understand basic HCPCS Coding	☒ Course learning outcomes, Core Learning Outcomes, and assessments	1. Identify organizations that address the content of the physician office health record 2. Understand the definitions pertaining to evaluation and management (E/M) services 3. Apply knowledge of E/M services guidelines to locate the correct code for the level of service provided during the encounter or visit 4. Describe the contents and structure of all sections of the CPT code book 5. Identify the modifiers that are most commonly used for CPT coding 6. Differentiate between modifiers for physician use and modifiers for hospital outpatient use 7. Append modifiers appropriately 8. Interpret health record documentation to identify codable diagnostic and procedure statements resulting from a physician service 9. Define what HCPCS codes are, including their format and publishing body 10. Demonstrate how to assign HCPCS codes while observing the coding

		hierarchy
		11. Identify ways to obtain regulatory agency and payer-specific guidelines for use in the coding and reimbursement process
		12. Describe the process flow of claims generation and processing from patient visit to final payment
		13. Recognize potential coding quality issues as reported on payer remittance reports (for example, explanation of benefits)
		14. Identify ways to obtain or create tools to clarify conflicting, ambiguous, or missing health record documentation and/or billing information from the physician
		15. Explain the concept of compliance
	☐ Other (please explain)	

Part 2: Rationale, Course Overlap, Library Resources

RATIONALE: Currently the 200 level Medical Coding content is being taught using four 4 credit classes. HIM270 ICD-10 Coding in fall term, HIM271 ICD-10 Coding 2 and HIM273 CPT Coding 1 winter term, and CPT Coding 2 spring term. Based on both the instructor and student feedback, we have found this causes undo stress on student success during winter term when they are trying to complete 8 credits of coding. Based on input from HIM students and the HIM Advisory Committee it was recommended that we redistribute the content more evenly. We have re-worked the content and objectives of the four 4 credit classes into the following three 5 credit classes: HIM270 ICD-10-CM Coding, HIM271 ICD-10-CM Coding, and HIM273 CPT and HCPCS Coding.

This revision will allow us to meet the required content evenly over the academic year.

LIBRARY CONSULTATION   Please contact your liaison librarian to schedule a 30+ minute individualized instructional consultation and collaboration session. In addition to your specific course-related questions, your librarian will be prepared to share:

- Library resources and services that support your teaching and student learning needs

- OER (Open Educational Resources) options that align with your program and course curriculum

- Strategies for integrating the development of information literacy skills into course content and/or assignments

Please allow one week for the librarian to prepare for your consultation. If you are not sure who your liaison librarian is, you can either look it up on the Library's website or call the Library Reference Desk at 463-5355. (Librarian signature required above.)

COURSE OVERLAP   Indicate any topic/content overlap with other courses. How will this course's topics and content be differentiated? If there is overlap, faculty of overlapping courses must **agree on the extent of overlap and include a rationale** explaining its necessity. The dean of the division in which overlap occurs must sign their approval (see p.1).

Division	Course Number / Title	Rationale	Dean of overlap course (name)

CAREER/TECHNICAL COURSE TRACKING (required only for career/technical courses)

Career/Technical courses are tracked within programs for purposes of Carl Perkins funding and budgetary planning. Indicate all degree or certificate programs for which this course will be required.

Programs in which course will be required	Division
AAS HIM	Health Professions
Medical Coding Career Pathway certificate	Health Professions

Part 3: Outcomes, Assessments, and Topics

LIST COURSE OUTCOMES, CORE LEARNING OUTCOMES (CLOS), AND ASSESSMENTS   The information in this section should be used to create your course outline and syllabus.

Core Learning Outcomes and Dimensions covered or assessed in the course. You do not need a CLO for each course outcome.	COURSE-LEVEL LEARNING OUTCOMES (course outcomes) What will the student *know* or *be able to do* at the end of the course? Write outcomes that are measurable, observable, or demonstrable. See this list of measurable verbs or this web page and verb wheel (based on Bloom's taxonomy) for guidance.	ASSESSMENTS Include specific assignments you will use to measure/observe student attainment of outcomes. Some assignments may be used for multiple outcomes. For assessment ideas see Authentic Tasks
CLO 1.1 CLO 1.2 CLO 1.3 CLO 5.1	1. Identify organizations that address the content of the physician office health record	Chapter Review Exercises, Quizzes, Case Studies, Workbook Questions, Encoder program assignments
CLO 1.1 CLO 1.2 CLO 1.3 CLO 5.1	2. Understand the definitions pertaining to evaluation and management (E/M) services	Chapter Review Exercises, Quizzes, Case Studies, Workbook Questions, Encoder program assignments
CLO 1.1 CLO 1.2 CLO 1.3 CLO 5.1	3. Apply knowledge of E/M services guidelines to locate the correct code for the level of service provided during the encounter or visit	Chapter Review Exercises, Quizzes, Case Studies, Workbook Questions, Encoder program assignments

CLO 1.1 CLO 1.2 CLO 1.3 CLO 2.5 CLO 5.1	4. Describe the contents and structure of all sections of the CPT code book	Chapter Review Exercises, Quizzes, Case Studies, Workbook Questions, Encoder program assignments
CLO 1.1 CLO 1.2 CLO 1.3 CLO 5.1	5. Identify the modifiers that are most commonly used for CPT coding	Chapter Review Exercises, Quizzes, Case Studies, Workbook Questions, Encoder program assignments
CLO 1.1 CLO 1.2 CLO 1.3 CLO 5.1	6. Differentiate between modifiers for physician use and modifiers for hospital outpatient use	Chapter Review Exercises, Quizzes, Case Studies, Workbook Questions, Encoder program assignments
CLO 1.1 CLO 1.2 CLO 1.3 CLO 5.1	7. Append modifiers appropriately	Chapter Review Exercises, Quizzes, Case Studies, Workbook Questions, Encoder program assignments
CLO 1.1 CLO 1.2 CLO 1.3 CLO 5.1	8. Interpret health record documentation to identify codable diagnostic and procedure statements resulting from a physician service	Chapter Review Exercises, Quizzes, Case Studies, Workbook Questions, Encoder program assignments
CLO 1.1 CLO 1.2 CLO 1.3 CLO 5.1	9. Define what HCPCS codes are, including their format and publishing body	Chapter Review Exercises, Quizzes, Case Studies, Workbook Questions, Encoder program assignments
CLO 1.1 CLO 1.2 CLO 1.3 CLO 5.1	10. Demonstrate how to assign HCPCS codes while observing the coding hierarchy	Chapter Review Exercises, Quizzes, Case Studies, Workbook Questions, Encoder program assignments
CLO 1.1 CLO 1.2 CLO 1.3 CLO 5.1	11. Identify ways to obtain regulatory agency and payer-specific guidelines for use in the coding and reimbursement process	Chapter Review Exercises, Quizzes, Case Studies, Workbook Questions, Encoder program assignments
CLO 1.1 CLO 1.2 CLO 1.3 CLO 1.5 CLO 5.1	12. Describe the process flow of claims generation and processing from patient visit to final payment	Chapter Review Exercises, Quizzes, Case Studies, Workbook Questions, Encoder program assignments
CLO 1.1 CLO 1.2 CLO 1.3 CLO 1.5 CLO 5.1	13. Recognize potential coding quality issues as reported on payer remittance reports (for example, explanation of benefits)	Chapter Review Exercises, Quizzes, Case Studies, Workbook Questions, Encoder program assignments
CLO 1.1 CLO 1.2 CLO 1.3	14. Identify ways to obtain or create tools to clarify conflicting, ambiguous, or missing health record documentation	Chapter Review Exercises, Quizzes, Case Studies, Workbook Questions, Encoder program assignments

CLO 1.5 CLO 5.1	and/or billing information from the physician	
CLO 1.1 CLO 1.2 CLO 1.3 CLO 1.5 CLO 5.1	15. Explain the concept of compliance	Chapter Review Exercises, Quizzes, Case Studies, Workbook Questions, Encoder program assignments

Are Lane's Core Learning Outcomes emphasized in this course, and measured or demonstrated through course assessments? Please indicate which Core Learning Outcomes and Dimensions are linked to your course outcomes. Need help? Contact Tammy Salman, Faculty Coordinator, Assessment and Curriculum Development or Sarah Lushia, Core Learning Outcomes Coordinator.

COMPETENCIES AND TOPICS COVERED (include in course outline)

Example: Course Outline Sample (from COPPS)

- Introduction to Coding Basics
- Evaluation and Management Coding
- Anesthesia
- Surgery
- Radiology
- Pathology and Laboratory
- Medicine
- HCPCS Level II Coding
- Modifiers
- Reimbursement Process
- Coding and Reimbursement Reports and Database
- Evaluation of Coding Quality

Part 4: Financial and Student Impact

Financial Impact Analysis

Describe the financial impact of the revised course, including: including: Instructional costs; workload (both FT and PT faculty and classified staff); physical space requirements (e.g., labs); additional equipment needs; additional fees; any cost reductions

> Currently, to teach the full content of medical coding we are offering four 4 credit courses. We wish to re-structure the content to better fit the academic year (5 credits per term for three terms); in doing so, we will have an overall reduction of 1 credit (16 credits down to 15), thereby reducing the overall cost to the college.

Student Impact Analysis

Describe the revised course's potential impact on students, including: Effect of changes on program requirements, articulations, cost, credit load, avoiding excess credits in transfer, financial aid credit limits, completion, and enrollments; determination of how new/revised courses transfer to four-year schools (please consult with your advisor).

> Currently, to teach the full content of medical coding we are offering four 4 credit courses. We wish to re-structure the content to better fit the academic year (5 credits per term for three terms); in doing so, we will have an overall reduction of 1 credit (16 credits down to 15), thereby reducing the overall cost to the students.

Part 5: Degree Requirements Applications (if applicable)

If applying for any of the following, check the appropriate boxes and include your completed degree requirements forms with this course proposal. Go to the Curriculum Office website to download these forms.

- ☐ AAOT (Career Technical courses not eligible)
  - ☐ Arts & Letters
  - ☐ Cultural Literacy
  - ☐ Information Literacy
  - ☐ Mathematics
  - ☐ Science /Computer Science
  - ☐ Social Sciences
  - ☐ Speech/Oral Communication
- ☐ Health/Wellness/Fitness (all degrees)
- ☐ Human Relations designation (for AAS degrees and certificates)
- ☐ Sustainability course status (optional)

College Approval (before signing, please see Curriculum Committee recommendations for this course in the committee's meeting minutes)

_____   _____
Executive Dean for Academic Affairs   Date

_____   _____
Vice President for Academic & Student Affairs   Date